

Amendments to the Claims:

This Listing of Claims replaces all prior versions, and listings, of claims in this application.

Listing of Claims:

Claims 1-3 (Cancelled)

4. (Currently Amended) [The assembly of claim 3,] An assembly for precise affixation of index tabs to documents, said assembly comprising:

a releasably attachable alignment tool; and

indicia on said tool identifying multiple index tab alignment positions;

wherein said indicia include a numbering system, said numbering system being sequentially positioned on said alignment tool for application of a desired number of index tabs;

wherein said indicia include a plurality of vertical lines and a plurality of horizontal lines dimensioned to align the placement of the desired number of index tabs with an edge of a document; and

wherein said numbering system includes a plurality of numerals, each numeral of the plurality of numerals being positioned at an end of one of the horizontal lines and staggered relative to other adjacent numerals denoting a positioning for a different number of index tabs.

Claims 5-10 (Cancelled)

11. (Currently Amended) [The assembly of claim 7, further comprising] An assembly for precise affixation of index tabs to documents, said assembly comprising:

a releasably attachable alignment tool;

indicia on said tool identifying multiple index tab alignment positions;

wherein said tool is releasably attachable to a document to align index tabs along an edge of the document, the tool being positioned on the document at a distance from said edge to allow placement on an index tab between said tool and said edge; and

an adhesive on a side of said [releasable] releasably attachable alignment tool, the

adhesive allowing said tool to adhere to said document.

Claims 12-51 (Cancelled)

52. (Currently Amended) [The indexing system of claim 36, further comprising] A customizable indexing system, comprising:

at least one releasably attachable alignment tool;

a plurality of indicia disposed on said at least one alignment tool;

an indexing material, the at least one alignment tool being releasably attachable to said indexing material; and

an adhesive on a back side of said at least one alignment tool, the adhesive allowing said tool to adhere to the indexing material.

Claims 53-56 (Cancelled)

57. (Original) An index tab alignment system, comprising:

a set of releasably attachable index tab alignment tools;

a set of indexing documents including a first indexing document and at least one additional indexing document, each document having a releasably attachable index tab alignment tool from the set of releasably attachable alignment tools releasably attached thereto at a distance from an edge of each document;

a set of index tabs having at least one index tab for application to the set of indexing documents, each releasably attachable index tab alignment tool in the set of releasably attachable alignment tools having indicia thereon for guiding the placement of said at least one index tab; and

a package holding the set of indexing documents, the set of index tabs, and the set of releasably attachable index tab alignment tools.

58. (Original) The system of claim 57, wherein the set of releasably attachable alignment tools are stacked on top of each other within said package.

Claims 59-65 (Cancelled)

66. (Currently Amended) [The assembly of claim 65, further comprising] An assembly for precise affixation of index tabs to documents, said assembly comprising:
a sheet having an alignment tool positioned thereon;
indicia on said tool identifying multiple index tab alignment positions;
a computer program embodied on a computer-readable medium configured to print said
indicia on said tool; and
a package configured to hold the sheet, the computer-readable medium, an indexing material, and a plurality of index tabs for placement on said indexing material using said tool.

Claims 67-77 (Cancelled)

78. (Original) An assembly for affixation of index tabs to documents, said assembly comprising:

at least one alignment tool formed on a sheet, the at least one alignment tool being removable from the sheet to be releasably attachable to a document, wherein the at least one alignment tool is removable from the sheet along separation indicators; and

indicia on the at least one alignment tool identifying index tab alignment positions.

79. (Original) The assembly of claim 78, wherein the at least one alignment tool is one of a plurality of alignment tools positioned on the sheet.

80. (Original) The assembly of claim 78, wherein the document is one of a set of indexing documents.

81. (Original) The assembly of claim 78, wherein the indicia includes a numbering system, the numbering system sequentially positioned on the alignment tools for application of a desired number of index tabs.

82. (Original) The assembly of claim 79, wherein the indicia includes a plurality of

vertical lines and a plurality of horizontal lines dimensioned to align the placement of the desired number of index tabs with an edge of the document.

83. (Original) The assembly of claim 80, wherein the plurality of alignment tools includes a first alignment tool and a second alignment tool, the indicia on each of the first and second alignment tools configured for identifying index tab alignment positions on documents of different dimensions.

84. (Original) The assembly of claim 78, further comprising a set of instructions positioned on the sheet.

85. (Original) The assembly of claim 84, wherein the instructions are printed on the sheet.

86. (Original) The assembly of claim 78, wherein the plurality of alignment tools each include a foldable top portion at an upper end of the alignment tool, the foldable top portion for folding over the document at a top edge of the document to releasably attach the alignment tool to the document.

87. (Currently Amended) The assembly of claim 78, wherein [an] the at least one alignment tool is releasably attachable to the document to align an index tab along an edge of the document, the tool being positioned on the document at a distance from the edge to allow placement of an index tab between the alignment tool and the edge.

88. (Original) The assembly of claim 87, wherein the document is a divider.

89. (Original) The assembly of claim 88, wherein the divider is capable of passing through a printer for printing directly on the divider.

90. (Original) The assembly of claim 87, wherein the document is an index card.

91. (Original) The assembly of claim 78, further comprising a plurality of index tabs, and the plurality of alignment tools being positionable on the set of documents to apply the plurality of index tabs to the set of documents.

92. (Original) The assembly of claim 91, further comprising a package configured to hold the at least one alignment tool positioned on the sheet, a plurality of index tabs, and a set of indexing documents on which the plurality of index tabs will be placed using the plurality of alignment tools.

93. (Original) A packaging assembly comprising:
a set of indexing documents;
at least one alignment tool positioned on a sheet, the at least one alignment tool removable from the sheet along separation lines and releasably positionable on the set of indexing documents; and;
a set of index tabs for application to the set of indexing documents, the at least one alignment tool having indicia thereon for guiding the placement of at least one index tab in the set of index tabs; and
a package holding the set of indexing documents, the set of index tabs, and the sheet having the at least one alignment tool positioned thereon.

94. (Original) The assembly of claim 93, wherein the at least one alignment tool is one of a set of alignment tools positioned on the sheet.

95. (Original) The assembly of claim 94, wherein the indicia includes a numbering system, the numbering system sequentially positioned on each alignment tool in the set of alignment tools for application of a desired number of index tabs in the set of index tabs.

96. (Original) The assembly of claim 94, wherein the indicia includes a plurality of vertical lines and a plurality of horizontal lines dimensioned to align the placement of the desired number of index tabs with an edge of a document.

97. (Original) The assembly of claim 96, wherein the set of alignment tools includes a first alignment tool and a second alignment tool, the indicia on each of the first and second alignment tools configured for the placement of index tabs on documents of different dimensions in the set of documents.

98. (Original) The assembly of claim 93, further comprising a set of instructions positioned on the sheet.

99. (Original) The assembly of claim 98, wherein the set of instructions is printed on the sheet.

100. (Original) The assembly of claim 93, wherein each alignment tool in the set of alignment tools includes a foldable top portion at an upper end of the alignment tool, the foldable top portion for folding over a document in the set of indexing documents at a top edge of the document to releasably attach the alignment tool to the document.

101. (Original) The assembly of claim 93, wherein each alignment tool in the set of alignment tools is releasably attachable to an indexing document in the set of documents to align index tabs along edges of the indexing document, wherein the alignment tools are positioned on the indexing document at a distance from the edges to allow placement of index tabs between the alignment tool and the edge.

102. (Original) The assembly of claim 101, wherein the set of documents includes dividers.

103. (Original) The assembly of claim 102, wherein the dividers are capable of passing through a printer for printing directly on the dividers.

104. (Original) The assembly of claim 101, wherein the set of documents includes index cards.

105. (Original) The assembly of claim 93, wherein each index tab in the set of index tabs includes a tab portion and a pocket attached to a lower edge of the tab portion, the pocket including a top edge, a hinge portion and a pocket extension portion, wherein the pocket receives and is attached to an indexing document in the set of indexing documents, a top edge of the indexing document aligned with the top edge of the pocket, and wherein said hinge portion and said pocket extension portion are operatively connected by said top edge.

106. (Original) The assembly of claim 105, wherein said pocket further comprises a first layer of adhesive on an inner surface of the pocket extension portion and a second layer of adhesive on an inner surface of the hinge portion, the second layer of adhesive protected by a releasable backing, the releasable backing extending downward below each index tab to facilitate removal.

107. (Original) The assembly of claim 106, wherein the releasable backing is folded to form an easily grippable tab.

108. (Original) The assembly of claim 93, wherein each index tab in the set of index tabs includes a tab portion having a first side and a second side, a hinge, and a tab extension, the hinge and the tab extension being separated from the tab portion by a stopper, the stopper formed along a lower edge of said tab portion.

109. (Original) The assembly of claim 108, wherein the stopper comprises a heat fuse, said heat fuse connecting inner surfaces of said first side and said second side of said tab portion, a first adhesive layer on an inside surface of said tab extension, and a releasable backing applied to said first adhesive layer, the releasable backing extending downward below said index tab to facilitate removal.

110. (Original) The assembly of claim 109, wherein the releasable backing is folded to form an easily grippable tab.

111. (Original) The assembly of claim 93, wherein the set of index tabs is disposed on

an index tab-bearing sheet capable of being passed through a printer or copier, the index tab-bearing sheet having a plurality of tab areas defined thereon, each of said tab areas comprising:

- a first layer of tab material;
 - a second layer of adhesive applied to a lower portion of said first layer of tab material;
 - a third layer of pocket material applied to said second layer of adhesive and having a pocket pre-fold aligned with an upper edge of said second layer of adhesive;
 - a lower fourth layer of adhesive applied to said third layer of pocket material below said pocket pre-fold line;
 - an upper fourth layer of adhesive applied to an upper edge portion of said third layer of pocket material; and
 - a releasable backing sheet applied to said fourth layer of adhesive;
- whereby the index tab-bearing sheet can be passed through a printer or copier for a printing operation on the tab areas.

112. (Original) A method of applying index tabs to documents, comprising:
providing a plurality of alignment tools on a sheet, a plurality of indicia printed on each of the alignment tools, a plurality of index tabs, and a set of indexing documents;
separating at least one of the plurality of alignment tools from the sheet;
positioning the at least one removed alignment tool from the sheet on a document in the set of indexing documents;
aligning at least one of the plurality of index tabs along an edge of the document, the plurality of indicia guiding the placement of the at least one index tab on the document; and
removing the at least one alignment tool from the document.

113. (Original) The method of claim 112, further comprising providing separation indicators on the sheet, the plurality of alignment tools being removable from sheet along the separation lines and releasably positionable on documents in the set of indexing documents.

114. (Original) The method of claim 112, wherein the indicia includes a numbering system, the numbering system sequentially positioned on the alignment tools for application of a desired number of index tabs.

115. (Original) The method of claim 114, wherein the indicia includes a plurality of vertical lines and a plurality of horizontal lines dimensioned to align the placement of the desired number of index tabs with an edge of a document.

116. (Original) The method of claim 115, wherein the plurality of alignment tools includes a first alignment tool and a second alignment tool, the indicia on each of first and second alignment tools configured for identifying index tab alignment positions on documents of different dimensions.

117. (Original) The method of claim 112, further comprising a set of instructions positioned on the sheet.

118. (Original) The method of claim 117, wherein the set of instructions is printed on the sheet.

119. (Original) The method of claim 112, wherein the plurality of alignment tools each include a foldable top portion at an upper end of the alignment tool, the foldable top portion for folding over a document at a top edge of the document to releasably attach the alignment tool to the document.

120. (Original) The method of claim 112, wherein the set of indexing documents includes dividers.

121. (Original) The method of claim 120, wherein the dividers are capable of passing through a printer for printing directly on the dividers.

122. (Original) The method of claim 112, wherein the set of documents includes index cards.

123. (Original) The method of claim 112, further comprising packaging the plurality

of alignment tools, the plurality of index tabs, and the set of indexing documents in a package.

124. (Original) A method of applying index tabs to indexing material, comprising:
providing an indexing document, a releasably attachable alignment tool attached to said indexing document, and an index tab;
aligning the index tab along an edge of said indexing document, the tool including a plurality of indicia printed thereon for guiding the placement of the index tab; and
removing the releasably attachable alignment tool from the indexing document.

125. (Original) The method of claim 124, further comprising applying at least one additional releasably attachable alignment tool to at least one additional indexing document.

126. (Original) The method of claim 125, further comprising removing the at least one additional releasably attachable alignment tool from the at least one additional indexing document.

127. (Original) The method of claim 125, further comprising aligning at least one additional index tab along an edge of the at least one additional indexing document, the plurality of indicia guiding the placement of the at least one additional index tab on the at least one additional indexing document.

128. (Original) The method of claim 127, further comprising packaging the indexing document and at least one additional indexing document, the index tab and at least one additional index tab, and the releasably attachable alignment tool and at least one additional releasably attachable index tab alignment tool in a package.

129. (Original) The method of claim 125, wherein each of said releasably attachable alignment tools and at least one additional releasably attachable alignment tool are positioned on an indexing document to align at least one additional index tab along an edge of the indexing document, each tool being positioned on the indexing document at a distance from said edge to allow placement of an index tab between said tool and said edge.

130. (Original) The method of claim 125, wherein the indexing document and the at least one additional indexing document comprise a set of dividers.

131. (Original) The method of claim 130, wherein the indexing document and the at least one additional indexing document comprise a set of index cards.

132. (Original) The method of claim 125, further comprising color coding each of said releasably attachable alignment tool and at least one additional releasably attachable alignment tool, each tool being color coded to correspond to a different placement for a desired number of index tabs.

133. (Original) The method of claim 124, further comprising printing said plurality of indicia on said releasably attachable alignment tool using a printer.

134. (Original) The method of claim 124, further comprising providing a device having an opening on at least one side, said alignment tool being releasably attached to a side of said device.

135. (Original) The method of claim 124, providing a device having an opening on at least one side, said releasably attachable alignment tool including a top portion folded at an upper end of the releasably attachable alignment tool, said top portion being folded over said device at a top edge of said device to releasably attach the releasably attachable alignment tool to the device.

136. (Original) The method of claim 124, further comprising providing a sheet having a plurality of releasably alignment tools positioned thereon, said plurality of releasably attachable alignment tools being printable on said sheet by a printer.

137. (Original) The method of claim 124, further comprising providing a sheet having a plurality of releasably alignment tools positioned thereon, said plurality of releasably

attachable alignment tools being surrounded by a plurality of weakened lines for punching said plurality of releasably attachable alignment tools out from said sheet.

138. (Original) The method of claim 124, wherein said tool includes a top portion folded at an upper end of the tool, said top portion being folded over said document at a top edge of said document to releasably attach the tool to the document.

139. (Original) The method of claim 124, further comprising downloading a computer program from a network, the program being configured to print said indicia on said releasably attachable alignment tool.

140. (Original) A method of affixation of index tabs to documents, said method comprising:

providing a releasably attachable alignment tool having indicia thereon identifying multiple index tab alignment positions, the alignment tool being releasably attachable to a first indexing document;

applying a first index tab to the first indexing document, the alignment tool guiding the placement of said index tab along said edge of said first indexing document; and

removing the releasably attachable alignment tool from said first document.

141. (Original) The method of claim 140, further comprising removing a backing material from said releasably attachable alignment tool and applying said tool to said indexing document.

142. (Original) The method of claim 140, further comprising applying a plurality of releasably attachable alignment tools to a plurality of indexing documents, the indexing documents being a set of dividers, each tool being releasably attachable to one divider.

143. (Original) The method of claim 140, further comprising applying a plurality of releasably attachable alignment tools to a plurality of indexing documents, the indexing documents being a set of index cards, each tool being releasably attachable to one of the index

cards of the set.

144. (Original) The method of claim 140, further comprising aligning a plurality of index tabs along edges of the plurality of indexing documents, each indexing document having at least one index tab aligned along an edge, the plurality of indicia guiding the placement of the index tabs on the indexing documents.

145. (Original) The method of claim 144, further comprising packaging the plurality of indexing documents, the plurality of index tabs, and the plurality of releasably attachable index tab alignment tools in a package.

146. (Original) The method of claim 140, further comprising providing a plurality of index tabs each including a tab portion and a pocket attached to a lower edge of the tab portion, the pocket including a top edge, a hinge portion and a pocket extension portion, wherein the pocket receives and is attached to an indexing document, a top edge of the indexing document aligned with the top edge of the pocket, and wherein said hinge portion and said pocket extension portion are operatively connected by said top edge.

147. (Original) The method of claim 146, wherein said pocket further comprises a first layer of adhesive on an inner surface of the pocket extension portion and a second layer of adhesive on an inner surface of the hinge portion, the second layer of adhesive protected by a releasable backing, the releasable backing extending downward below each index tab to facilitate removal.

148. (Original) The method of claim 147, wherein the releasable backing is folded to form an easily grippable tab.

149. (Original) The method of claim 140, further comprising providing a plurality of index tabs each including a tab portion having a first side and a second side, a hinge, and a tab extension, the hinge and the tab extension being separated from the tab portion by a stopper, the stopper formed along a lower edge of said tab portion.

150. (Original) The method of claim 149, wherein the stopper comprises a heat fuse, said heat fuse connecting inner surfaces of said first side and said second side of said tab portion, a first adhesive layer on an inside surface of said tab extension, and a releasable backing applied to said first adhesive layer, the releasable backing extending downward below said index tab to facilitate removal.

151. (Original) The method of claim 150, wherein said releasable backing is folded to form an easily grippable tab.

152. (Original) The method of claim 140, further comprising providing a plurality of index tabs positioned on an index tab-bearing sheet capable of being passed through a printer or copier, the index tab-bearing sheet having a plurality of tab areas defined thereon, each of said tab areas comprising:

- a first layer of tab material;
 - a second layer of adhesive applied to a lower portion of said first layer of tab material;
 - a third layer of pocket material applied to said second layer of adhesive and having a pocket pre-fold aligned with an upper edge of said second layer of adhesive;
 - a lower fourth layer of adhesive applied to said third layer of pocket material below said pocket pre-fold line;
 - an upper fourth layer of adhesive applied to an upper edge portion of said third layer of pocket material; and
 - a releasable backing sheet applied to said fourth layer of adhesive,
- whereby said index tab-bearing sheet can be passed through a printer or copier for a printing operation on the tab areas.

153. (Original) The method of claim 144, wherein the releasably attachable alignment tool is releasably attachable to each indexing document along an edge of each indexing document, each tool being positioned on each indexing document at a distance from said edge to allow placement of an index tab between said tool and said edge.

154. (Original) The method of claim 153, further comprising color coding each of said releasably attachable alignment tools, each tool being color coded to correspond to a different placement for a desired number of index tabs.

155. (Original) The method of claim 140, further comprising printing said plurality of indicia on said releasably attachable alignment tool using a printer.

156. (Original) The method of claim 140, further comprising providing a device having an opening on at least one side, said alignment tool being releasably attached to a side of said device.

157. (Original) The method of claim 140, providing a device having an opening on at least one side, said releasably attachable alignment tool including a top portion folded at an upper end of the releasably attachable alignment tool, said top portion being folded over said device at a top edge of said device to releasably attach the releasably attachable alignment tool to the device.

158. (Original) The method of claim 140, further comprising providing a sheet having a plurality of releasably alignment tools positioned thereon, said plurality of releasably attachable alignment tools being printable on said sheet by a printer.

159. (Original) The method of claim 140, further comprising providing a sheet having a plurality of releasably alignment tools positioned thereon, said plurality of releasably attachable alignment tools being surrounded by a plurality of weakened lines for punching said plurality of releasably attachable alignment tools out from said sheet.

160. (Original) The method of claim 140, wherein said tool includes a top portion folded at an upper end of the tool, said top portion being folded over said document at a top edge of said document to releasably attach the tool to the document.

161. (Original) The method of claim 140, further comprising downloading a computer

program from a network, the program being configured to print said indicia on said releasably attachable alignment tool.

162. (New) An assembly for precise affixation of index tabs to documents, said assembly comprising:

a releasably attachable alignment tool;

indicia on said tool identifying multiple index tab alignment positions;

a plurality of index tabs and a plurality of releasably attachable alignment tools, the plurality of tools being applied to a set of dividers to apply said plurality of index tabs to said set of dividers; and

a package configured to hold the plurality of index tabs and the set of dividers, each divider having an alignment tool releasably attached thereto.

163. (New) An assembly for precise affixation of index tabs to documents, said assembly comprising:

a releasably attachable alignment tool;

indicia on said tool identifying multiple index tab alignment positions;

wherein said plurality of indicia is printed on said releasably attachable alignment tool using a printer;

wherein a plurality of releasably attachable alignment tools are positioned on a sheet, said plurality of indicia being printed on each tool on said sheet using said printer as desired by a user; and

wherein said plurality of releasably attachable alignment tools are surrounded by a plurality of weakened lines for punching said plurality of releasably attachable alignment tools out from said sheet.

164. (New) An assembly for precise affixation of index tabs to documents, said assembly comprising:

a releasably attachable alignment tool;

indicia on said tool identifying multiple index tab alignment positions;

a plurality of index tabs each including a tab portion and a pocket attached to a lower

edge of the tab portion, the pocket including a top edge, a hinge portion and a pocket extension portion, wherein the pocket receives and is attached to a document, a top edge of the document aligned with the top edge of the pocket, and wherein said hinge portion and said pocket extension portion are operatively connected by said top edge; and

wherein said pocket further comprises a first layer of adhesive on an inner surface of the pocket extension portion and a second layer of adhesive on an inner surface of the hinge portion, the second layer of adhesive protected by a releasable backing, the releasable backing extending downward below each index tab to facilitate removal.

165. (New) The assembly of claim 164, wherein the releasable backing is folded to form an easily grippable tab.

166. (New) An assembly for precise affixation of index tabs to documents, said assembly comprising:

a releasably attachable alignment tool;

indicia on said tool identifying multiple index tab alignment positions;

a plurality of index tabs each including a tab portion having a first side and a second side, a hinge, and a tab extension, the hinge and the tab extension being separated from the tab portion by a stopper, the stopper formed along a lower edge of said tab portion;

wherein the stopper comprises a heat fuse, said heat fuse connecting inner surfaces of said first side and said second side of said tab portion, a first adhesive layer on an inside surface of said tab extension, and a releasable backing applied to said first adhesive layer, the releasable backing extending downward below said index tab to facilitate removal; and

wherein said releasable backing is folded to form an easily grippable tab.

167. (New) An assembly for precise affixation of index tabs to documents, said assembly comprising:

a releasably attachable alignment tool;

indicia on said tool identifying multiple index tab alignment positions; and

a plurality of index tabs positioned on an index tab-bearing sheet capable of being passed through a printer or copier, the index tab-bearing sheet having a plurality of tab areas defined

thereon, each of said tab areas comprising:

- a first layer of tab material;
- a second layer of adhesive applied to a lower portion of said first layer of tab material;
- a third layer of pocket material applied to said second layer of adhesive and having a pocket pre-fold aligned with an upper edge of said second layer of adhesive;
- a lower fourth layer of adhesive applied to said third layer of pocket material below said pocket pre-fold line;
- an upper fourth layer of adhesive applied to an upper edge portion of said third layer of pocket material;
- a releasable backing sheet applied to said fourth layer of adhesive; and
- whereby the index tab-bearing sheet can be passed through a printer or copier for a printing operation on the tab areas.

168. (New) A customizable indexing system, comprising:
- at least one releasably attachable alignment tool;
 - a plurality of indicia disposed on said at least one alignment tool;
 - an indexing material, the at least one alignment tool being releasably attachable to said indexing material;
- wherein the plurality of indicia is printed on the releasably attachable alignment tool using a printer;
- wherein a plurality of releasably attachable alignment tools are positioned on a sheet, the plurality of indicia being printed on each tool on the sheet using the printer as desired by a user;
- and
- wherein the plurality of releasably attachable alignment tools are surrounded by a plurality of weakened lines for punching the plurality of releasably attachable alignment tools out from the sheet.

169. (New) An index tab alignment assembly, comprising:
- an alignment tool;
 - positioning means for releasably positioning said tool on each document of a set of indexing documents; and

indicia means on said tool for identifying different index tab affixation positions at different positions along edges of each of the documents of said set when said tool is positioned thereon by said positioning means.

170. (New) The assembly of claim 169, wherein said positioning means includes releasable adhesive on a back side of said tool for releasably adhering to each of the documents.

171. (New) The assembly of claim 169, wherein said indicia means includes a numbering system.

172. (New) The assembly of claim 171, wherein said numbering system includes a plurality of sequential numbers, one for each document in the set.

173. (New) The assembly of claim 172, wherein adjacent ones of the numbers are separated from each other by the same distance.

174. (New) The assembly of claim 169, wherein said indicia means includes a color coding system.

175. (New) The assembly of claim 169, wherein said tool is the same length as each of the documents.

176. (New) The assembly of claim 169, wherein said positioning means includes a flap at an end of said tool.

177. (New) The assembly of claim 169, wherein said positioning means includes an exposed adhesive strip on a back side of said tool and spaced inwardly from both side edges thereof.

178. (New) The assembly of claim 169, wherein said set of indexing documents defines a first set of indexing documents, and said positioning means releasably positions said

tool on each document of a second set of indexing documents having a different number of documents than said first set of documents, and said indicia means includes a first set of indicia on said tool denoting a first set of spaced index tab affixation positions for said first set of documents and a different second set of indicia on said tool denoting a different second set of spaced index tab affixation positions for said second set of documents.

179. (New) The assembly of claim 178, wherein said first set of indicia includes a plurality of first symbols and said second set of indicia includes a plurality of second symbols different than said first symbols.

180. (New) The assembly of claim 179, wherein said first symbols are the number of documents in said first set of documents and said second symbols are the number of documents in said second set.

181. (New) The assembly of claim 178, wherein said first set of indicia includes a plurality of lines of a first length and said second set of indicia includes a plurality of lines of a different second length.

182. (New) The assembly of claim 178, wherein said first set of indicia include a first color and said second set of indicia include a second color.

183. (New) An index tab alignment assembly, comprising:
an alignment tool; and

indicia means on said tool for identifying different index tab affixation positions at different positions along edges of each of the documents of a first set of indexing documents when said tool is positioned thereon and for identifying different index tab affixation positions at different positions along edges of the documents of a second set of indexing documents when said tool is positioned thereon, said indicia means includes a first set of indicia on said tool denoting a first set of spaced index tab affixation positions for said first set of documents and a different second set of indicia on said tool denoting a different second set of spaced index tab affixation positions for said second set of documents.

184. (New) The assembly of claim 183, wherein said first set of indicia includes a plurality of first symbols and said second set of indicia includes a plurality of second symbols different than said first symbols.

185. (New) The assembly of claim 184, wherein said first symbols are the number of documents in said first set of documents and said second symbols are the number of documents in said second set.

186. (New) The assembly of claim 183, wherein said first set of indicia includes a plurality of spaced lines of a first length and said second set of indicia include a plurality of spaced lines of a different second length and parallel to the plurality of spaced lines of the first length.

187. (New) The assembly of claim 183, wherein said first set of indicia includes a first color and said second set of indicia includes a different second color.

188. (New) An index tab affixation assembly, comprising:
a sheet having a plurality of index divider alignment tools positioned thereon and removable therefrom, each of said tools having thereon indicia means for identifying different index tab affixation positions at different positions along edges of documents when said tools are positioned on the documents, wherein said sheet includes weakened separation lines defining at least portions of perimeters of said tools.

189. (New) The assembly of claim 188, wherein said indicia means includes indicia printed on said tools.

190. (New) An index tab affixation assembly, comprising:
a sheet having a plurality of index divider alignment tools positioned thereon and removable therefrom, each of said tools having thereon indicia means for identifying different index tab affixation positions at different positions along edges of documents when said tools are

positioned on the documents, wherein said indicia means includes a first set of indicia on one of said tools denoting a first set of spaced index tab affixation positions for a first set of indexing documents and a second set of indicia on the one of said tools denoting a second set of spaced index tab affixation positions, different than said second set of spaced index tab affixation positions, for a second set of indexing documents having a different number of documents than said first set.

191. (New) The assembly of claim 190, wherein the first set of indicia includes a plurality of first symbols and the second set of indicia includes a plurality of second symbols different than the first symbols.

192. (New) The assembly of claim 190, wherein the first set of indicia includes a plurality of lines of a first length and the second set of indicia includes a plurality of lines of a different second length and parallel to the plurality of lines of the first length.

193. (New) The assembly of claim 190, wherein the first set of indicia includes a first color and the second set of indicia includes a different second color.

194. (New) An index tab alignment assembly, comprising:
an indexing sheet having a first side and an opposite second side and a first edge and an opposite second edge; and
indicia means on the second side adjacent the second edge for identifying different index tab affixation positions at different positions along the first edge when the second edge is positioned on the first side adjacent to the first edge.